

# CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-118

**POSITION:** Police Chief

**DEPARTMENT:** Police

**WORK SCHEDULE:** 8:00 am to 5:00 pm, Monday through Friday. Hours may vary to include evenings, weekends and holidays

**SALARY:** \$75,439.31 per year

**STATUS:** Regular Full-Time

**OPENING DATE:** November 1, 2010

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** November 30, 2010

## POLICE CHIEF

### Definition and Distinguishing Characteristics

This is highly responsible, administrative and professional police work involving the application of complex, administrative, management and law enforcement principles and practices in directing the overall operation of the Police Department. Work involves the protection of the lives and property of citizens through the enforcement of laws and the provision of police services.

Work is performed in accordance with established law enforcement practices and City policy with considerable latitude for the exercise of independent judgment in establishing departmental policies, procedures and guidelines within the framework of pertinent laws and City policy. Many of the decisions of the job are final and represent the last level of responsibility, but major modifications of departmental policy, matters of significant financial impact and other issues with a far reaching affect on the City government or the community are reviewed by the City Manager or other authority before being considered final. The work requires the application of a specialized body of knowledge that requires pre-employment education or training, supplemented by extensive, on-the-job experience. Full supervisory responsibility is exercised over a large staff of sworn police officers and support personnel through subordinate intermediate supervisors. Work is performed independent of direct supervision with respect to technical police procedures and practices; however, general administrative direction is received from the City Manager or other assigned authority. Work is reviewed through observation and analysis of overall City police protection and departmental efficiency. Work originates as the result of the continuing need to provide effective and efficient police protection. Work may involve an element of personal danger. Work also involves considerable contact with other law enforcement agencies, City employees and the general public.

### Typical Examples of Work Performed

Supervises and directs employees. Recommends hiring, promoting, training and disciplining employees.

Plans, organizes, coordinates and directs all activities of the Police Department; appraises crime prevention and law enforcement problems of the City; develops efficient police solutions to such problems and adjusts departmental methods to meet new situations and to improve effectiveness of existing operations.

Prepares budget estimates and controls expenditures of department appropriations.

Plans and conducts regular staff meeting with division heads in order to monitor division operations.

Regularly evaluates the performance of supervisory and administrative personnel in order to assess their effectiveness; offers advice and guidance regarding any problems.

Assumes responsibility for the submission of accurate and timely reports regarding certain specialized departmental operations such as traffic control, enforcement action taken, persons arrested, etc.

Cooperates with State and Federal law enforcement officers in directing the apprehension and detention of wanted persons; cooperated with other law enforcement agencies where activities of the Police Department are involved.

Disciplines members of the Police Department; approves promotions and transfers of personnel within the department.

Formulates departmental policies and procedures, rules and regulations in consultation with subordinate supervisory and administrative officers.

Maintains open lines of communication with the City Manager, the governing body, department members and the community.

Maintains the integrity and image of the department through personal example, leadership and proper exercise of authority.

May be required to wear and use a respirator.

May drive City vehicles.

Performs related work as required.

### Knowledges, Skills and Abilities

Knowledge of modern supervisory principles and practices.

Extensive knowledge of the emerging ethical and social problems confronting modern police administration.

Extensive knowledge of the principles and practices of modern police patrol and investigative methods.

Extensive knowledge of modern supervisory and police administrative practices.

Knowledge of the legal guidelines within which the police must function.

Knowledge of the controlling State and Federal directives dealing with the availability of funds for police programs.

Skill in the use and care of firearms and in the safe and efficient operation of motor vehicles.

#### Knowledges, Skills and Abilities (Continued)

- Ability to analyze trends, and to plan and adjust police services in response to changing trends.
- Ability to make decisions and to take positive action when required.
- Ability to communicate effectively.
- Ability to delegate authority and to set up systems of accountability.
- Ability to make both short and long-range plans.
- Ability to wear and use a respirator.
- Ability to drive City vehicles safely and efficiently.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

#### Minimum Requirements of Education and Experience

BA or BS in Criminal Justice, Police Science, Public Administration or closely related field plus ten (10) years' progressively responsible sworn police experience, five (5) years of which must have been at a command and administrative level equivalent to a Division Commander (Captain) or above.

College degree requirement may be waived for extensively greater experience in law enforcement administration.

#### Necessary Special Qualifications

Must possess and maintain a valid Class D Driver's License issued by the State of New Mexico and have a satisfactory driving record.

Must possess and maintain certification as a Police Officer by the State of New Mexico at date of hire or no later than one year from date of hire as required by State law.

Police Officer certification above the basic level is desirable.

Must maintain a telephone at place of residence.

Continued maintenance of firearm qualification standards.

#### Necessary Special Requirements

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

**MUST SUBMIT THE "PRE-EMPLOYMENT RELEASE AND WAIVER" FORM WITH THE APPLICATION**

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES  
DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**